

US EPA ARCHIVE DOCUMENT

## ENVIRONMENTAL PROTECTION AGENCY

### “Mobile Source Outreach Assistance Competition for Fiscal Years 2003/2004”

**AGENCY:** Environmental Protection Agency (EPA)

**ACTION:** Notice of Solicitation # OAR-TRPD-03-05

**SUMMARY:** This notice announces the availability of funding and solicits proposals from state, local, and tribal air pollution control agencies for mobile source-related public education and outreach projects.

**DATES/DEADLINES:** To allow for efficient management of the competitive process, the Office of Transportation and Air Quality (OTAQ) is requesting eligible organizations submit an informal notice of “Intent to Apply” by Monday, May 26, 2003. Submission of an Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals.

The deadline for submission of Final Proposals is Monday, July 7, 2003. Applications submitted via U.S. Mail must be received by the deadline date.

**SUPPLEMENTARY INFORMATION:** The statutory authority for this action is Clean Air Act, Section 105. The Catalog of Federal Domestic Assistance (CFDA) number is 66.034. Executive Order 12372, Intergovernmental Review of Federal Programs is applicable to awards resulting from this announcement (see section VIII below).

**FOR FURTHER INFORMATION CONTACT:** Susan Bullard (MC 6406J), Director of Outreach, U.S. EPA Office of Transportation and Air Quality, 1200 Pennsylvania Avenue NW, Washington, DC, 20460. Phone (202)564-9856; Fax (202)565-2085; or email [bullard.susan@epa.gov](mailto:bullard.susan@epa.gov).

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### **I. Overview and Deadlines**

#### **A. Overview**

EPA is soliciting proposals for public education and outreach projects which directly support state, local and tribal air management organizations in their efforts to improve air quality from mobile sources. Proposals will be selected for both Fiscal Years 2003 and 2004.

This competition is designed to fund new projects rather than duplicating or expanding existing programs. OTAQ will make available, on its web site, a list of representative projects already being funded. Potential applicant organizations are encouraged to visit the OTAQ web site (<http://www.epa.gov/otaq/>) to review the listing. Click on “Recent Additions” directly under the “Transportation and Air Quality” banner. The list, entitled “OTAQ/Section 105 Funded Outreach Projects” will be added, not later than May 1, 2003. The list contains a brief sketch of representative projects funded to date through OTAQ, either with Section 105 funding (indicated by year of funding) or projects that are intended to be national in scope, supported by OTAQ program funding (indicated by an asterisk “\*”). Additionally, some of the web sites listed by funded organizations provide helpful information on a variety of air quality efforts being undertaken by the funded organization.

#### **B. Deadlines**

In order to efficiently manage the selection process, OTAQ requests that an informal notice of “Intent to Apply” be submitted by May 26, 2003, to the contact name listed under the section labeled “For Further Information Contact.” Please provide name of the organization, point of contact and an e-mail address, and project title, if known.

An informal notice of “Intent to Apply” simply states in the form of email or fax that your organization intends to submit a proposal to be received by the deadline. Submitting an “Intent to Apply” does not commit an organization to submit a final proposal. The “Intent to Apply” is an optional submission; those not submitting an “Intent to Apply” may still apply by the deadline.

The deadline for receipt of completed final proposals (original and six copies) is July 7, 2003. Refer to *Section VII, Proposals* for detailed instructions on preparing and submitting proposals.

## **II. Eligible Entities**

Proposals will only be accepted from air pollution control agencies as defined under Section 302(b) of the Clean Air Act, (for projects to be undertaken which will have replicability to other communities nationally). OTAQ has no discretion over this requirement. Section 302 (b) of the Clean Air Act defines “air pollution control agencies” as any of the following:

- (1) A single State agency designated by the Governor of that State as the single air pollution control agency for purposes of the Act.
- (2) An agency established by two or more States and having substantial powers or duties pertaining to the prevention and control of air pollution.
- (3) A city, county, or other local government health authority, or, in the case of any city, county or other local government in which there is an agency other than the health authority charged with responsibility for enforcing ordinances or laws relating to the prevention and control of air pollution.
- (4) An agency of two or more municipalities located in the same State or in different States and having substantial powers or duties pertaining to the prevention and control of air pollution.
- (5) An agency of an Indian tribe.

EPA’s Regional Offices are responsible for confirming that a submitting agency is eligible under the legal definition.

Interested air management, non-governmental or related organizations which are not air pollution control agencies as defined under Section 302(b) of the Clean Air Act are encouraged to create partnerships with eligible organizations. Under these arrangements, the eligible organization, within the meaning of Section II of this solicitation, would be required to submit the final proposal and serve as the funding recipient if selected.

## **III. Background and Scope of Work**

### **A. Background**

Over the past six years, EPA’s Office of Transportation and Air Quality and Regional offices have entered into agreements and established partnerships with a number of organizations to: (1) provide national support for community-based mobile source public education efforts supporting implementation of the Clean Air Act and the Transportation Equity Act for the 21<sup>st</sup> Century, and (2) encourage responsible choices for organizational and individual actions through public education. OTAQ receives set-aside funds from the State and Tribal Assistance Grants (STAG) account to provide support to community-based mobile source-related outreach projects.

OTAQ/Section 105-Funded Outreach Projects emphasize transportation choices to reduce vehicle miles traveled; education of vehicle owners and drivers of the future; particulate matter related to mobile sources; alternative fuels; car care and the role of the automotive technician; outreach to ethnic populations; environmental justice; and, related projects such as ozone mapping and small engines.

## B. Scope of Work

This program is designed to provide seed money to initiate new projects or advance existing projects that are new in some way (e.g. new audiences, new locations, new approaches) rather than expand ongoing projects. Elements that EPA is particularly interested in seeing addressed in proposals include the following:

1. Voluntary Measures
2. Particulate matter projects related to mobile sources
3. Commuter Choice/Best Workplaces for Commuters initiatives
4. Transportation choices
5. Environmental Justice
6. Car care (testing, repair, maintenance)
7. On Board Diagnostics (OBD)
8. Alternative fuels
9. Involving youth in mobile source issues/environmental education
10. Other mobile source issues (including but not limited to: diesel, heavy duty engines; nonroad engines; air quality index)

## IV. Funding Issues

### A. What is the project period for awards resulting from this solicitation?

The estimated project period for awards resulting from this solicitation is September 1, 2003 through September 30, 2005. Successful proposals will be selected for project performance periods in fiscal years 2003 and 2004.

### B. Will 2-year proposals be considered?

Yes. If a proposal with a 2-year project period is submitted, OTAQ requires that the budget and cost estimate be designed to indicate what will be accomplished in each of the first and second years. The maximum funding available for a selected proposal may not exceed \$100,000 for the entire project period.

### C. How many agreements will EPA award in this competition?

EPA anticipates award of up to 10 cooperative agreements resulting from this competition, subject to availability of funds, and the quality of proposals submitted.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

1. close monitoring of the successful applicant(s) performance;
  2. collaboration during the performance of the scope of work;
  3. approving substantive terms of proposed contracts;
  4. approving qualifications of key personnel;
  5. review and comment on reports prepared under the assistance agreement.
- ### D. What is the amount of funding available?

Total funding available will reflect STAG set-aside funds for both FY03 and FY04. For fiscal year 2003, a minimum of \$550,000 will be available. Funding guidelines for FY04 will be determined prior to award. The maximum funding available for a selected proposal may not exceed \$100,000 for the entire project period. This amount does not include any match which may be required or generated by the eligible organization.

E. How will funds be allocated?

Although this competitive process is being conducted by OTAQ, selected cooperative agreements will be awarded and administered by EPA's Regional offices and funded through Section 105 authority (state and local air pollution control agencies). OTAQ has no discretion over this requirement.

F. Are matching funds required?

Possibly. The Clean Air Act's Section 105 grant program contains a cost-sharing requirement for a minimum 40% match for the recipient's overall approved section 105 work program costs. If an applicant to this competition is selected to receive an outreach grant, the federal funds to be awarded should be added to the federal share of the applicant's existing section 105 grant. If addition of these funds increases the federal percentage of the new overall section 105 grant amount to greater than 60%, then the applicant, in order to receive the outreach assistance, must increase its non-federal contribution in order to restore the required 40% non-federal minimum contribution. If addition of the outreach funds does not increase the federal share above 60% , then an additional non-federal match is not required.

An air pollution control agency which submits a proposal must include a statement in their proposal indicating that the match could and would be met if their proposal is selected and such a match is required.

Organizations unable to meet a required match will be considered ineligible. Organizations unclear as to their matching status are encouraged to contact the cognizant EPA Regional Grant Coordinator from the following list:

EPA Regional Section 105 Grant Coordinators

Region 1 (Boston)	Paul Bryan	617-918-1673
Region 2 (New York)	Marlon Gonzales	212-637-3769
Region 3 (Philadelphia)	Russ Bowen	215-814-2057
Region 4 (Atlanta)	Todd Rinck	404-562-9062
Region 5 (Chicago)	Robert Miller	312-353-0396
	Diane Nelson	312-886-2929
Region 6 (Dallas)	Rexene Hanes	214-665-2726
Region 7 (Kansas City)	Mark Smith	913-551-7876
Region 8 (Denver)	Marisa Mcphilliamy	303-312-6965
Region 9 (San Francisco)	Valerie Cooper	415-947-4103
Region 10 (Seattle)	David Debruyne	206-553-4218

G. Can funding be used to acquire services or fund partnerships?

Yes, provided the recipient follows applicable procurement and subgrant procedures. Please note that EPA will not be a party to these transactions. Approval of a funding proposal does not relieve recipients of their obligations to compete service contracts, conduct cost and price analyses, and use subgrants only for financial assistance purposes in accordance with Subpart B Section .210 of OMB Circular A-133. Please indicate any intent to enter into such agreements in the proposal.

## **V. Selection Criteria**

Each eligible proposal will be evaluated according to the criteria set forth below. Proposals which are best able to directly and explicitly address the primary criteria will have a greater likelihood of being selected for award.

### **A. Primary Project Criteria**

Each proposal will be evaluated on the quality and extent to which it:

1. Clearly addresses environmental goals of improved air quality from mobile sources
2. Indicates some level of funding for replication and transfer to other communities
3. Links air quality, public health and calls to action
4. Demonstrates effectiveness of delivery mechanism to reach targeted audience
5. Exhibits clearly-stated and appropriate levels of funding
6. Highlights effectiveness of collaborative activities and partnerships with other stakeholders needed to effectively develop or implement the project
7. Demonstrates national or regional applicability/transferability
8. Indicates how success will be measured and benefits will be demonstrated
9. Reflects potential for sustainability

### **B. Other Factors to be Considered**

In addition to the primary project criteria, evaluators will also consider:

1. Innovation
2. Integration with existing/ongoing programs
3. Willingness to coordinate with other OTAQ-funded outreach activities
4. Demonstrated capability of candidate organization to accomplish the goals presented
5. Proposal Presentation Criteria
  - a. Fully addresses each of the components outlined under *Section VII, Proposals*
  - b. Action-oriented
  - c. Clearly-states goals and objectives
  - d. Reflects reasonable time frames and budget

## **VI. Evaluation and Selection**

Each proposal will be evaluated by a team chosen to represent a full range of mobile source and EPA program expertise. Additionally, each EPA Regional office is given the opportunity to review those proposals generated by eligible organizations within that Region. The Evaluation Team will base its evaluation solely on the criteria referenced in this notice. Completed evaluations will be referred to a Selection Committee representing OTAQ senior managers and Regional representatives who are responsible for final selection.



For added objectivity, neither the OTAQ Program Contact identified under the section labeled “For Further Information Contact,” nor staff who facilitate the process and participate in pre-application assistance will serve as members of either the Evaluation Team, or the Selection Committee.

OTAQ expects to complete the evaluation/selection process and make recommendations to EPA’s grants office by September, 2003. All applicants will be notified promptly, after final selections, regarding their application’s status.

## **VII. Proposals**

Proposals should be approximately 5-7 pages in length, not including the cover letter. Please do not include binders, spiral binding, or other supplemental materials. A copy of the cover letter should be attached to each copy submitted. The proposal should conform to the following outline:

1. Title
2. Applicant (Organization) and contact(s) name, phone number, fax, and e-mail address. An email address is essential in order to ensure OTAQ’s ability to quickly reach all applicants with important and timely information.
3. Clear and accurate statement of amount being requested.
4. Brief statement that the candidate organization is defined as an air pollution control agency under Section 302(b) of the Clean Air Act.
5. Statement that any required match will be met.
6. Statement of project background/objectives highlighting relationship to improving air quality from mobile sources.
7. Detailed project summary – description of specific actions to be undertaken.
8. Projected time frame for project from initiation through completion.
9. Associated deliverables to be developed and funded through the agreement.
10. Explanation of project benefits.
11. Detailed explanation of how project outcomes will be designed and funded for replication in other communities.
12. Description of collaborative activities and partnerships with other stakeholders.
13. Description of measures of program/project success.
14. Detailed budget estimate (clearly explain how funds will be used, including estimated cost for each primary task. It is helpful if the requested amount is presented in round numbers.) Budget estimates must reflect funding for participation in the annual *Communities in Motion* Workshop.

Applicants should clearly mark information in their proposal which they consider confidential. EPA will make final confidentiality decisions in accordance with Agency regulations at 40 CFR, Part 2, Subpart B.

Supplementary information, including letters of recommendation, will be retained in the files, but will not be reviewed by the evaluators.

Applicants are permitted to submit multiple proposals, if each proposal addresses a different project area.

Applicants awarded funding in previous competitions may submit new proposals to fund a



different project.

Proposals from eligible entities which were previously submitted and evaluated may be resubmitted for consideration. Applicants are advised that these proposals will be evaluated solely on the basis of the selection criteria disclosed in this announcement (*Section V, Selection Criteria*).

Only those organizations selected for funding will be required to submit a complete "Application for Federal Assistance and Budget Information" (SF 424 and SF 424A) to the appropriate EPA Regional office. The complete grants application package can be downloaded at:  
<http://www.epa.gov/ogd/AppKit/index.htm>.

## **VIII. Executive Order 12372 Compliance**

Applicants selected for funding will be required to provide a copy of their proposal to their State Point of Contact for review, pursuant with Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required of initial applications and not all states require such a review.

## **IX. How to Apply**

COMPLETED ORIGINAL PROPOSALS must be received via regular mail or express mail on or before midnight, July 7, 2003. Applications received after the deadline date will not be considered for funding. Please provide an original proposal and six copies including a cover letter with each copy.

Because of the unique situation involving U.S. mail screening in EPA's Washington, D.C. offices, EPA highly recommends that applicants use express mail to submit their applications. The application should be addressed to:

1. Mailing Address (USPS mail only):

Susan Bullard (Mail Code 6406J)  
Director of Outreach  
U.S. EPA Office of Transportation and Air Quality  
1200 Pennsylvania Avenue NW  
Washington, DC 20460

2. Express Delivery (FedEx, UPS, etc.):

Susan Bullard (Mail Code 6406J)  
Director of Outreach  
U.S. EPA Office of Transportation and Air Quality  
501 3<sup>rd</sup> Street, NW, Room 5304D  
Washington, DC 20001  
(202)564-8991 (backup number for express delivery proposals only)

Proposals e-mailed or faxed will serve only as a placeholder and must be followed by an original signature document and 6 copies, received by the deadline date. If the original is not received by the deadline, the application will not be considered.

**DEADLINE FOR COMPLETED FINAL PROPOSALS**  
**Must be received no later than midnight on**  
**July 7, 2003.**